

19 November 1971

MEMORANDUM FOR: Deputy Director for Support  
SUBJECT: Retention of Finance Records in Archives

1. This has been a long and difficult problem to deal with. As you know, the CI Staff has very properly, considering its general responsibilities, highlighted the fact that the types of finance records under discussion here (particularly travel vouchers) have at sometimes in the past been useful in contributing to counter-intelligence analyses of difficult cases. I therefore had to take into most serious account the position of the CI Staff.

2. After the most careful consideration, and noting your statement that the Office of Security does not consider that such records need be retained beyond twelve years, and noting further the ruling of the Office of General Counsel that twelve year retention satisfies all legal requirements, I have decided to concur in your proposal. I am doing this because of the severe space limitations which I understand are operative in this matter and also because I do not believe that the expenditures which would be incurred year after year in a continuing sizable accumulation of finance records would justify the occasional help such records might provide in a given case. I know that this position has the concurrence of the Director.

3. I would ask that, in going about the elimination of the older records, an effort be made to take advantage of whatever space flexibility there may be to keep such records beyond the twelve year limit. In any event, I concur in the destruction of such records older than twelve years if space limitations so dictate.

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Thomas H. Karamessines  
Deputy Director for Plans

cc: C/CI

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